

**Department:** U.S. Attorneys Office, Western District of Michigan  
**Agency:** U.S. Attorneys Office, Western District of Michigan  
**Job Announcement Number:** 08-WDMI-2B

#### Overview

## Legal Assistant (OA)

**Salary Range:** 28862 to 28862 USD Per Year  
Includes locality pay

**Series & Grade:** GS-0986-05/05

**Promotion Potential:** 07

**Open Period:** 10/4/2007 to 10/19/2007

**Position Information:** Full-Time Permanent

**Duty Location:** 2 vacancies - Grand Rapids, MI

### **Who May Be Considered:**

**All U.S. Citizens - Including well-qualified surplus and displaced federal employees (CTAP and ICTAP) in the local commuting area.** Persons eligible for non-competitive appointment under a special hiring authority may also apply (See "Benefits and Other Information").

### **Job Summary:**

Supports Assistant United States Attorneys in the Criminal Division by providing a variety of legal assistance and office support services. Assists attorneys with trial preparation. Produces a variety of legal documents using a wide range of software applications.

**IMPORTANT: READ ENTIRE ANNOUNCEMENT BEFORE APPLYING FOR THIS POSITION.**

#### Duties

### **Major Duties:**

At the full performance level of the position, the incumbent is responsible for supporting Assistant United States Attorneys (AUSA) by providing a variety of legal assistance and office support services. Examines, prepares and processes a variety of technical legal documents which are characteristically voluminous and complex in format. Reviews incoming material and determines the need for assembly and preparation of a variety of legal documents, e.g., complaints, motions, orders, answers, pleadings, subpoenas, and libels. Provides assistance to attorneys in trial preparation by performing duties such as compiling trial notebooks, assembling jury instruction, and compiling witness and exhibit lists. Assembles exhibits, affidavits, and other legal documents from file material. Assembles and organizes files and records material for disposition or transfer to records depository. Maintains calendar of assigned active cases. Tracks filing, hearing, and trials dates, and schedules conference and interviews. Arranges travel by preparing itinerary and securing transportation and hotel reservations. Produces a variety of written documents and materials utilizing a wide range of office software applications.

#### Qualifications and Evaluation

### **Qualifications:**

Applicants must have at least 52 weeks of specialized experience equivalent to at least the GS-4 level. Specialized experience is defined as experience that has provided the ability to perform substantive and relevant secretarial, clerical, or other responsible work related to the processing of legal or administrative documents. Four years of successfully completed education above high school may be substituted for the specialized experience. Such education must have been gained in an accredited junior college, college or university. A combination of experience and education may be used to meet total qualification requirements.

NOTE: To be qualified for the position, you must type at least 40 words per minute and include your typing speed in your application.

Applicants applying under merit staffing procedures must meet all qualification requirements, including time-in-grade, no later than 30 days after the closing date and before placement in the position. Applicants applying under delegated examining procedures must meet all requirements by the closing date.

If qualifying all or in part based on your education, please submit a copy of your college transcripts OR a list of college courses with credit hours, dates completed, and grades received. If the requested information is not provided, your education may not be appropriately evaluated and you may lose consideration for this position.

You must be a U.S. citizen to apply for this position.

Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. The selectee will be subject to drug testing by urinalysis prior to appointment.

The selectee is subject to the satisfactory completion of a one-year probationary period unless this requirement has been met previously.

### **How Will You Be Evaluated:**

A Rating Schedule/Crediting Plan will be used to evaluate an applicant's job-related knowledge, skills, and abilities (KSAs) by reviewing the candidate's experience, education, and accomplishments against a set of predetermined job-related benchmarks.

### **Knowledge, Skills and Abilities (KSAs):**

- A) Knowledge of Legal Documents, Terminology, and Procedures (describe experience reviewing or preparing legal documents)
  - B) Ability to Communicate in Writing (describe experience composing correspondence or other documents)
  - C) Ability to Communicate Orally (describe experience providing information to callers and visitors)
  - D) Knowledge of Administrative Procedures (e.g. making travel arrangements, scheduling, ordering supplies, filing)
  - E) Skill in the use of office automation hardware/software to produce documents (describe experience with software programs, level of proficiency, and types of documents created)
- Applicants are encouraged to address their experience and/or education related to each of the KSAs described above in clear and concise paragraphs, providing sufficient detail to substantiate your level of expertise. Failure to respond to the KSAs may result in a lower rating in the evaluation process. When answering the questions, remember that your experience and education are subject to verification by investigation.

### Benefits and Other Information

### **Benefits:**

A Benefits Package is authorized for this position. Additional information about Federal benefits can be obtained at <http://www.usajobs.gov/ei61.asp>. Payment of relocation expenses will not be authorized.

### **Other Information:**

#### **ICTAP AND/OR CTAP CANDIDATES**

To receive selection priority, surplus and displaced employees must apply and be found well-qualified for the position. A well-qualified CTAP or ICTAP employee is one who satisfies all medical, physical, education, experience and selective factors (if any) for the vacant position; is rated equivalent to 85 or more against the Rating Schedule/Crediting Plan or meets the criteria of "Highly Qualified Category" for this position as described in the Qualifications section of this announcement; and, can satisfactorily perform all of the duties of the position within a reasonable orientation period, e.g., 30 days.

CTAP and ICTAP candidates must submit documents which show their eligibility for selection priority. Documentation can include a copy of a RIF separation notice, Certificate of Expected Separation, or some other proof of eligibility for priority selection and a copy of an SF-50 showing their current position, grade level, promotion potential, and duty location.

#### **VETERANS' PREFERENCE**

Veterans must submit a copy of their DD-214 which indicates character of service as proof of entitlement to veterans' preference. Veterans claiming 10-point preference must also submit an Application for 10-Point Veteran Preference (SF-15) and appropriate documentation as listed on the back of the Form SF-15.

#### **NON-COMPETITIVE APPOINTMENTS**

An individual eligible for an appointment under Schedule A of the excepted service, an appointment under the Veterans Benefit Improvement Act of 1984 (as amended), or a direct-hire authority to include the appointment of veterans with service-connected disabilities of 30 percent or more, should submit appropriate documentation to support this claim for eligibility. See [http://www.opm.gov/Strategic\\_Management\\_of\\_Human\\_Capital/fhfr/default.asp](http://www.opm.gov/Strategic_Management_of_Human_Capital/fhfr/default.asp) for more details.

When promotion potential is shown, the agency is not making a commitment and is not obligated to provide future promotions to you if you are selected. Future promotions will be dependent on your ability to perform the duties at a higher level, the continuing need for an employee assigned to the higher level, and administrative approval.

#### How to Apply

#### **How to Apply:**

Applications must be received by 5:00 p.m. Eastern Time on the closing date or postmarked by 11:59 p.m. on the closing date. Applications submitted using government postage or internal Federal government mail systems will not be considered.

This position is advertised concurrently under both Delegated Examining and Merit Staffing procedures. Qualified status applicants (current or former Federal employees) will be considered only under Merit Staffing procedures unless they submit TWO complete application packages.

#### **Submit the following documents:**

\_\_\_ Optional Application for Federal Employment (OF-612), a resume, or any other written format that describes your job-related qualifications. (Go to <http://www.opm.gov/forms/html/of.asp> and scroll down to obtain the OF-612).

#### **The following information is required of all applicants:**

\_\_\_ Announcement number, title, and grade(s) of the position

\_\_\_ Full name, mailing address (including zip code) and day and evening phone numbers (with area code)

\_\_\_ Social security number

\_\_\_ Statement of U.S. Citizenship

\_\_\_ If required for this position in the qualifications section, a statement indicating your typing speed. (A typing test may later be required.)

\_\_\_ Paid and non-paid work experience related to the position. For each period of work experience include:

\_\_\_ Job title

\_\_\_ Series/grade (if Federal employment)

\_\_\_ Duties and accomplishments

\_\_\_ Employer's name and address

\_\_\_ Supervisor's name and contact information

\_\_\_ Starting and ending dates of employment (at least month/year)

\_\_\_ Number of hours worked per week

\_\_\_ Salary

\_\_\_ Indicate if we may contact current supervisor/employer

\_\_\_ Other job related information, such as training courses (title & year); skills (e.g., other languages, computer software/hardware, tools, etc.)

\_\_\_ Certificates/licenses (current)

\_\_\_ Honors, awards, and special accomplishments

\_\_\_ **IF QUALIFYING ALL OR IN PART ON THE BASIS OF EDUCATION FOR THIS POSITION,**  
Copy of college transcripts.

\_\_\_ **IF CLAIMING VETERAN'S PREFERENCE,** Copy of DD-214 which indicates character of service (Certificate of Release or Discharge from Active Duty) (Visit the following web site for additional information: <http://www.opm.gov/employ/veterans/html/vetguide.asp>)

\_\_\_ **IF CLAIMING 10-POINT VETERAN'S PREFERENCE,** SF-15 (Application for 10-point Veteran's Preference) plus the support documentation required by this form. (Go to the web site at <http://www.opm.gov/forms/html/sf.asp> to obtain form.)

**IF YOU ARE A CURRENT OR PREVIOUS FEDERAL EMPLOYEE,**

\_\_\_ A copy of a Notification of Personnel Action (SF-50) showing proof of career or career-conditional status or reinstatement eligibility, and the highest grade level or highest promotion potential of a position held on a career or career-conditional basis.

\_\_\_ Copy of performance appraisal issued within the last 12 months

\_\_\_ **IF YOU ARE A CANDIDATE WITH COMPETITIVE STATUS,** this position is advertised concurrently under both Delegated Examining and Merit Staffing procedures. Qualified status applicants (current or former Federal employees) will be considered only under Merit Staffing procedures unless they submit TWO complete application packages.

\_\_\_ Support documentation for eligibility for non-competitive appointment or special hiring

authorities, such as disability, Peace Corps service, etc. (If you have questions about whether you are eligible for a particular hiring authority, please visit the web site at [http://www.opm.gov/Strategic\\_Management\\_of\\_Human\\_Capital/fhfr/default.asp](http://www.opm.gov/Strategic_Management_of_Human_Capital/fhfr/default.asp))

If this is your first time applying for a federal job, or if you wish to view more detailed information about various aspects of applying for federal jobs, go to <http://www.opm.gov/forms/html/of.asp> and scroll down to access the Office of Personnel Management (OPM) Optional Form 510.

### **Contact Information:**

Ellie Drumm  
Phone: 616-456-2404  
TDD: 616-456-2488

Or Write:  
U.S. Attorneys Office, Western District of Michigan  
P.O. Box 208  
Grand Rapids MI 49501-0208

### **What to Expect Next:**

Applicants will be notified once a final decision has been made. Application materials will not be returned.

#### EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

#### Reasonable Accommodation

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

#### Veterans Information

Veterans who served on active duty in the U.S. Armed Forces and were separated under honorable conditions may be eligible for veterans' preference. For service beginning after October 15, 1976, the veteran must have served the required length of time and have a Campaign Badge, Expeditionary Medal, a service-connected disability, or have served in the Gulf War between August 2, 1990, and January 2, 1992.

The Veterans Employment Opportunity Act (VEOA) gives veterans access to job vacancies that might otherwise be closed to them. The law allows eligible veterans to compete for vacancies advertised under agency's promotion procedures when the agency is seeking applications from outside of its own workforce.

To claim veterans' preference, veterans should be ready to provide a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or other proof. Veterans with service

connected disability and others claiming 10 point preference will need to submit Form SF-15, Application for 10-point Veterans' Preference.

For more specifics on all veterans employment issues such as Veterans preference or special appointing authorities see the VetGuide.

#### Legal and Regulatory Guidance

**Social Security Number** - Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your Social Security Number on your application materials, will result in your application not being processed.

**Privacy Act - Privacy Act Notice (PL 93-579):** The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

**Signature** - Before you are hired, you will be required to sign and certify the accuracy of the information in your application.

**False Statements** - If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

**Selective Service** - If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.